



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK

Sheryl L. Loesch
Clerk of Court

Tel.: 407-835-4200
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April 3, 2003

PUBLIC NOTICE

Policy on Sensitive Information in Case Files Accessible Through PACER

Effective November 4, 2002, the Middle District of Florida enhanced its **Public Access** to Court Electronic Records (**PACER**)¹ service by providing electronic access to the Court's imaged civil case documents (with the exception of Social Security cases). Any subscriber to PACER will be able to read, download, store and print the full content of imaged documents. The Clerk's Office is not posting documents sealed or otherwise restricted by court order. Please note that under policy set forth by the Judicial Conference of the United States, imaged documents in criminal cases are presently excluded from PACER.

Litigants should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. Litigants must remember that any personal information not otherwise protected will be made available over the Internet via PACER. If sensitive information must be included, the following personal data and identifiers must be partially redacted from the pleading:

- ▶ **Social Security Numbers.** If an individual's social security number must be included in a document, only the last four digits of that number should be used.
- ▶ **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of the child should be used.
- ▶ **Dates of Birth.** If an individual's date of birth must be included in a document, only the year should be used.
- ▶ **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal, which will be retained by the court as part of the record. In that circumstance, the court requires the

¹ PACER is an electronic public access service that allows users to obtain case information from the federal courts. PACER allows a registered user to access case information through the Internet or a dial-up connection. For more information, please visit pacer.flmd.uscourts.gov.



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party to file a redacted copy for the public file.

In addition, exercise caution when filing documents that contain the following:

- ▶ **Personal identifying number, such as driver's license number;**
- ▶ **Medical records, treatment and diagnosis;**
- ▶ **Employment history;**
- ▶ **Individual financial information; and**
- ▶ **Proprietary or trade secret information.**

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules of this court requiring redaction of personal data identifiers. The Clerk of Court will not review each pleading for redaction.

This policy does not create a private right of action against the Court, the Clerk of Court, counsel, or any other individual or entity on behalf of any individual or entity that may have identifying information erroneously included in a filed document that is made available on PACER.

Jacksonville Division
U.S. Courthouse
300 North Hogan Street
Jacksonville, FL 32202

Ocala Division
U.S. Courthouse
207 N.W. Second Ave.
Ocala, FL 34475

Orlando Division
U.S. Courthouse
80 N. Hughey Avenue
Orlando, FL 32801

Tampa Division
U.S. Courthouse
801 N. Florida Avenue
Tampa, FL 33602

Fort Myers Division
U.S. Courthouse
2110 First Street
Fort Myers, FL 33901